



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 06-16

19 April 2006


QUALIFICATION REQUIREMENTS FOR TEMPORARY PROMOTIONS

1. This TAAI provides interim policy guidance pending inclusion into a California National Guard Full-time Personnel Regulation or Handbook. This TAAI expires one year from date of issuance.
2. It is the policy of the California National Guard that each technician position be filled by an available best qualified individual. This includes temporarily filling a position by temporarily promoting a current technician. The HRO is responsible for assuring proper evaluation and certification using the NGB Qualification Standards for dual status positions, or Office of Personnel Management Qualification Standards for non-dual status positions.
3. A temporary promotion is the most appropriate means of recruiting temporary services of a technician for a higher graded position. Selections for temporary promotions must meet the minimum qualifications for the position and at the grade level, before action can be approved by HRO.
4. When reviewing and evaluating an individual's qualifications for temporary promotion, it is agency policy not to refer to the individual's current position description. The Official Personnel Folder (OPF) will not be used in the qualification process as the information is dated.
5. When requesting a temporary promotion via SF-52, Request for Personnel Action, a current OF-612 (Optional Application for Employment) or resume must be submitted to the HRO. Individual technicians are responsible for furnishing specific information relative to their personal qualifications and eligibility for specific positions. The application or resume is the basic document used to determine an individual's qualification for a position. The application must reflect the applicant's current and past employment information and dates, as well as military duty assignments, qualifications, education and training. Positions with education or other special documentation requirements require the necessary documentation (i.e. transcripts, flight hours, driver license) with the application. Complete and accurate data is essential to insure fair evaluation of candidates for excepted service positions. Incomplete applications will delay the effective date of the temporary promotion until the necessary documentation is provided.
6. Technicians may be detailed to higher graded duties and responsibilities if they do not meet the established qualification requirements.
7. As a reminder, temporary promotions and details to a higher graded position are exempt from competitive procedures (TPM, Annex A, paragraph A-8) when they do not exceed 120 days cumulative in the past 12 months.

TAAI 06-16, dated 19 April 2006

SUBJECT: Qualification Requirements for Temporary Promotions

8. Direct questions concerning this TAAI to TSgt April Mosher at DSN 466-3598 or (916) 854-3598; or SSgt Latesha Nelson at DSN 466-3174 or (916) 854-3174.


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